



**ENVIRONMENTAL SERVICES UTILITY  
BOARD MEETING  
AUGUST 16TH, 2021  
SUMMARY OF MINUTES**

The meeting for Kankakee Environmental Services Utility was held on Monday, August 16<sup>th</sup>, 2021 at 6:00 P.M. in the Public Safety Building.

**ESU Members Present**

Mayor Chris Curtis  
Ald Carmen Lewis  
Ald Mike O'Brien  
Ald Larry Osenga  
Ald Danita Swanson  
Ald Kelly Johnson  
Clerk Stacy Gall

**Interim Superintendent**

Dave Tyson, PE, IPLS

**Additional Alderman Present**

Ald Carl Brown  
Ald Lance Marczak  
Ald Dave Baron  
Ald Victor Nevarez

**ESU Staff Present**

Clara Hall, Admin Mgr  
Zach Newton, GIS/Operations Mgr  
Dennis Doyle, DPW Asst. Supt.

**Others Present**

Elizabeth Kubal, Comptroller  
Maureen Kambic, Asst Compt.  
Barbie Brewer-Watson

**MAYOR CURTIS:**

The Environmental Services Utility Board meeting started for Monday, August 16<sup>th</sup>, 2021. At this time, is there any public comments. Hearing none we will move on to Section two, which is Roll Call.

## ROLL CALL

**CLARA HALL:**

Ald Lewis - Present	Ald Swanson – Present
Ald Prude - Absent	Ald Johnson - in late
Ald O’Brien - Present	Clerk Gall - Present
Ald Osenga - Present	Mayor Curtis - Present
<b>PRESENT: 6</b>	<b>ABSENT: 1</b>

## APPROVAL OF MINUTES

**MAYOR CURTIS:**

Next is Item 3 the approval of minutes from Monday, July 19th, 2021. Do I have a motion to approve?

**ALD SWANSON:**

I will make that motion.

**ALD OSENGA:**

Second.

**MAYOR CURTIS:**

Motioned by Alderwoman Swanson and Seconded by Alderman Osenga. Any questions, comments, changes. Hearing none, Roll Call.

**CLARA HALL:**

Ald Lewis - Aye	Ald Swanson – Aye
Ald Prude - Absent	Ald Johnson – in late
Ald O’Brien - Aye	Clerk Gall - Aye
Ald Osenga - Aye	
<b>AYES: 5</b>	<b>NAYS: 0</b>

## APPROVAL OF BILLS

**MAYOR CURTIS:**

Minutes are approved. Next item on your list is Item four, which is approval bills. If I'm correct here we've got two sets of dates in your packet. Bills for August 16<sup>th</sup> in the amount of in the amount of \$604,412.37. Motion for approval of the bills.

**ALD OSENGA:**

So move

**ALD SWANSON:**

Second.

**MAYOR CURTIS:**

Motioned by Alderman Osenga and Seconded by Alderwoman Swanson. Is there any questions or comments about the bills? Hearing none, Roll Call.

**CLARA HALL:**

Ald Lewis - Aye	Ald Swanson - Aye
Ald Prude - Absent	Ald Johnson – in late
Ald O’Brien - Aye	Clerk Gall – Aye

Ald Osenga - Aye

**AYES: 5**

**NAYS: 0**

**MAYOR CURTIS:**

Bills are approved. Comptroller Kubal, I just want to make sure there was in our packets, we get duplicate copies of August 16<sup>th</sup> or is there supposed to be a second set?

**ELIZABETH KUBAL:**

I believe that we need to the total between the 2<sup>nd</sup> the 16<sup>th</sup> that I apologize. Typically, my office has given a summary line for that I can't really, since I was just not remembering from July because that was budget night, but usually we've said here since we only meet here once a night, you know, but now that we're, that's probably...my recalculation. Because now we're approving them per meeting though, so does the committee really need to approve them if the city council already did?

**MAYOR CURTIS:**

I think as long as we do. We're good with what's actually working.

**ELIZABETH KUBAL:**

I apologize.

**MAYOR CURTIS:**

I just want to make sure so thank you. Okay. Next on the agenda is reports which is our monthly activities, and we will start with Mr. Doyle, like to come up? As we mentioned before Mr. Dave Tyson is here with us tonight. Dave, as we mentioned is working on an interim basis with us for the city of Kankakee until we were all posting the job for the new Superintendent for ESU. And that's still going on as we speak. So, if you have any questions, Dave has been working with all the departments with paperwork, budgets, and different things that need to be addressed at this time but we'll go with our departments.

## **MONTHLY ACTIVITY REPORTS**

**DENNIS DOYLE:**

There is nothing to really add tonight. We have some equipment presentation tonight.

**MAYOR CURTIS:**

Just kind of an update now, kind of road around with Mr. Doyle last week for several hours we kind of looked at a lot of different things of overgrown brush and a lot of things that we kind of came to our attention are the lots with fences, we'll call them chain link fences and is difficult to keep the weeds that are growing up through them, whether it's lots that are trustee owned or city owned, they may not have a house that was on it has been torn down. So, in

talking with Dennis when the time allows for him and his crew. A lot of these vacant lots, where they, the house has disappeared but the fences are still there and makes it difficult, it catches the garbage, it makes it difficult to mow and his staff and crew are going to be removing those fences so that it's easier to maintain and have the lots look better throughout the city. In the meantime, they have been working. I just kind of mentioned to him already today I haven't had a chance to drive by, but along the riverfront. We had a lot of overgrown weeds and shrubbery so you when you get a chance maybe take a look at that but they've been right out of the box in the last three to four days since we drove along they have really made a dent in a lot of requested items. In the wintertime, DPW may get a chance to address trimming the trees around the street lights. Next we have Technical Services.

**CLARA HALL:**

We don't have much to report tonight, we are focused on being fiscally responsible. We had a meeting with Dave Tyson and he's provided awesome leadership. He is very resourceful and it's been really beneficial. I didn't want to remind everybody about the Hydro tour that takes place next Tuesday, August 24<sup>th</sup> 9:00AM- 11:00AM. We would love to have you all in attendance. Mayor Curtis, Dave Tyson and representatives from Sewer and Technical Services will be there. Alderman Brown, I want to let you know that we have taken care of that pole in the 2200 block of East Court Street. The insurance company contacted me today, they are ready to pay for it. I will create an invoice and it should be approximately \$7,500.00. We have been continuing to work on our move out/move in plan. We are doing everything we can to make this a smooth transition. Our date to move in the LeBeau building has been pushed back a little bit.

**MAYOR CURTIS:**

Yes we're, we're looking at the least, it was everybody's understanding that they believe the lease expired December 31st but in documentation from ownership, it seems as reflected would be March 31<sup>st</sup>. So, we're actually looking at the lease at this time and trying to figure out what that exact date is for there but we do have, even with completion level, we still do have some months here where we can look four months to definitely get over there. Regarding the hydro plant I did a tour with Mr. Tyson, and Zach last week. See if you can make it, I really encourage you, there's a lot we're gonna have to talk about what the hydro

plan over the next probably 60, 90, 120 days, about where we go with the direction of upkeep repairs. The hydro plants, kind of, expired, a lot of its useful life but yet it is a big asset for the city of Kankakee that we need to do so. It won't take long. It is kind of fascinating to just they informed me a lot of things of the operations and we're doing different things there so if you can make it that'd be great and if you can't make that date, we have to make another time we will arrange for that but I think it helps with the discussion going forward if you understand exactly what the hydro plant does and what it serves and what the current state is.

**MAYOR CURTIS:**

Next is Sewer Services.

*(Alderwoman Johnson and entered the meeting)*

**ZACH NEWTON:**

The Sewer Department is running pretty routine, you can see the number of miles jetted. The Hydro ran a lot more through the previous months. We were able to replace a few air release valves on the force main. South Nelson sewer line was repaired. Grease Trap reports can be furnished upon request. As far as the concrete situation, Dave Tyson met with the owner.

**DAVE TYSON:**

I did meet with the owner or the manager at all. They're sort of like most of the problems that exist they are internal with concrete itself. Some of the other lines that we do have some blockages in ours. It was caused by the business that was their factory for them washing their tanks out. And what they did is they got that slurry or that, that comes out of the concrete. So that's what a lot of the problem is. They have cleared a lot of the buildings out there, and they haven't really covered on some of their storm lines and raised the elevation of the property. So again, I've met with the owner over there and we've talked about it a lot of that. He's supposed to get back to me in the next week or so.

**ALD BROWN:**

The problem I'm having is that when it rains, especially when it rains a lot, the runoff goes into the community. And that's the problem we're trying to deal with. So, so make sure I'm understanding correctly, the business that used to be there. They caused a problem and it is up to them to clear it out.

**DAVE TYSON:**

The property owner. As far as I know, as I'm instructed to do something. Okay. Then on the south portion of the

property line going towards the railroad track. There used to be drain swell there that will direct the water back to the ditch by the river. I've asked to reinstall it or rebuild that for that place so that they don't have drainage

**MAYOR CURTIS:**

Next we have the industrial lab services report.

**ZACH NEWTON:**

*(in Alan's absence)* As always, the Utility packet has a thorough summary – the lab is running on a routine basis. We had a meeting with CSL during July where they were able to give updates on both their pH adjustment and pretreatment system. Due to some unforeseen circumstances including lack of pipe resin supply and heavy local rainfall, they see the need to extend some enforcement dates in their current permit to meet their pH and ammonia limits. Once official correspondence has been received from CSL, we will schedule another meeting to discuss the anticipated approval process. Partnering with Operations Management, the Lab Group this month in August has begun the process of sampling/testing for the City's MS4 (Municipal Separate Storm Sewer System) permit. There are 8 outfalls within or just outside City borders that will be sampled quarterly for a range of parameters including solids, pH, mercury, and oil and grease – total of 11 different analyses. This testing has been added to the lab's monthly industrial and sampling schedule.

**MAYOR CURTIS:**

I think part of your lab report there too, is if you look through some and I don't have the details I apologize but he did include some extra information here regarding if you remember last month we did talk about the vehicle, about the purchase of the vehicle, we'd gotten a capacity. He did get another quote, I'm going to go through a couple of these. So, if you remember we had a quote last month for a new vehicle the amount of \$50,558.00. It does look like he's provided another quote from another dealership, which would be a price of 37,287.00, and I believe Alderman Marczak reached out with some questions about if the body was in good shape or would take to rebuild the engine. I think here and I apologize as I was looking at this, the assessment but there were some costs here. They look like from on \$8,532.00. There was also another bill in there for \$5,381.00 and then there was something from Joe's automotive \$5,482.00. So those are some costs, dirt, but then there was also a go through here. This is for engine

replacement costs so the totals were all automotive was \$8,031.00 for a new engine. There was also a new engine used engine cost of \$5,111.00 and then there was also a another remanufactured engine for \$5,482.00 if we just had an engine rebuilt on it. So those were a couple of comments we don't have on any agenda for approval tonight, but it's, if we want to have some, you know discussions there so. It looks like we've got a bid for a new vehicle at about \$50,000.00. We got another one that is much cheaper at \$37,000.00 or we could rebuild the engine. Brand new for about \$8,000.00 refurbished, which looks like it has one has a three-year 100,000 mile warranty, year there has a 12 month, 12,000, mile warranty for in the range of about 5000 to 5500.

**DAVE TYSON:**

The actual brand-new vehicles (inaudible)

**MAYOR CURTIS:**

Thank you I appreciate you, explaining that.

**ALD MARCZAK:**

It's my understanding, I believe that what he said there was practically like (inaudible) miles on the vehicle. That's correct is 2014. I mean at the vehicles in good shape, you know, if we go with a warranty that's three years or 100,000 miles. I think that's going to bring us a long way. I mean, warranty, you know, just my opinion. But the other truck would be a bid, they need the other truck Correct.

**MAYOR CURTIS:**

No, I think they're looking for a replacement of that vehicle correct?

**DAVE TYSON:**

The reason I'm looking for replacement one reason is a man right now. And they have a hard time getting around that's what makes them want to replace the motor. What they're looking at is replacing them with a truck that has a crew cab on it so they can have enough personnel in the truck to do the testing. I was under the impression of a general pickup truck.

**MAYOR CURTIS:**

I guess we want to continue discussion on that but it would be nice to be able to make a decision by the next ESU meeting if we could.

**ALD MARCZAK:**

I think you got two different issues and if it's just only a mechanical issue and how they're using the vehicle, that's, that's another story. If the vehicle they have is not practical for what they're doing.

**MAYOR CURTIS:** Two bids are fine, you just have to go out for bids. I will confirm that with Mr. Taylor when gets here.

**ALD JOHNSON:** The van that we're currently using well we just use that. What we just get rid of that or will we use it as an extra vehicle to still use or.

**DAVE TYSON:** I believe we will surplus it.

**MAYOR CURTIS:** Comptroller Kubal, is this an item that we had put into capital?

**ELIZABETH KUBAL:** I do not believe it was specifically included. It seems that we've had equipment and vehicle needs pop up at ESU over the course of time as you well know, but I do not remember this one.

**MAYOR CURTIS:** We would pay for it out of capital, correct?

**ELIZABETH KUBAL:** Correct.

**MAYOR CURTIS:** Okay, agenda I don't think we can take-action on this tonight but we will put on the agenda for next meeting so going forward. Okay next we have unfinished business, hydro plant unit number one.

#### **UNFINIHED BUSINESS**

**ZACH NEWTON:** We're still waiting for an updated price for a new one.

**MAYOR CURTIS:** So, this is the pump that we sent to Michigan 18 months ago 24 months ago, so they still have it. And they're now giving us a new estimate we don't have that yet but that'll be part of what we're going to talk about going forward with the, the hydro plant. Part of the problem we have right now is we've got three, three pumps there. One is being used exclusively, the other one. If it runs correctly from wrong, it does leak oil correct, we use and one is missing. So, part of what we're doing is to put strain on normally this would run with two pumps, and you'd alternate so that you're not putting wear and tear on right now we're just using one exclusively for everything so. Any questions that we have on that at this point? I think we're talking a lot about this in the next 30 to 60 days about the hydro plant, and what it might require and if it's a good return on our



investment invest money for another 25 years usage. Thank you. Moving on to New Business- West Court Entrance Sign.

## **NEW BUSINESS**

**DENNIS DOYLE:**

This is the this is the west entrance to Kankakee sign there were Court Street and Station got hit pretty hard a few months back, it was destroyed at the base of the sign. The car that hit it does not have insurance, So, this went to our insurance, but it's going to be reimbursed. So, I don't know if it even needs approval or to bring it to your attention. We got two prices, the low bid from Friendly Signs in total (inaudible) and that price covers rebuilding the masonry base as well as straightening out the metal top of the sign, placing the layers in the trim, and what needs to be done.

**MAYOR CURTIS:**

That total amount, all in for that one is 9,788.43 cents. Our deductibles \$10,000 so basically this will fall below our deductible. So, this is going to be our cost to do this. So, we have you get two estimates one was for \$17,596.00 one was for \$9,788.43. We are asking for approval to engage Friendly Signs to repair the entrance sign on Station Street. So, do we have a motion to do such?

**ALD O'BRIEN:**

So move

**ALD OSENGA:**

Second.

**MAYOR CURTIS:**

Motioned by Alderman O'Brien and Seconded by Alderman Osenga. Any questions or comments?

**ALD JOHNSON:**

The price difference is so dramatic. Are they apples to apples?

**DENNIS DOYLE:**

Zach and I discussed that as well (inaudible).

**MAYOR CURTIS:**

Any other questions or comments? Roll Call.

**CLARA HALL:**

Ald Lewis - Aye	Ald Swanson - Aye
Ald Prude - Absent	Ald Johnson - Aye
Ald O'Brien - Aye	Clerk Gall - Aye
Ald Osenga - Aye	
<b>AYES: 6</b>	<b>NAYS: 0</b>

**MAYOR CURTIS:**

That price is accepted. I skipped over the financials.

Comptroller, you want to lead us through it?

## **FINANCIALS**

**ELIZABETH KUBAL:**

Absolutely. Thank you, Mayor. I'm basically going through everything seems to be going well with the utility so far. We are watching you'll see at the very end, we will be giving a capital analysis next month. We have some entries that still need to be made and some analysis that needs to be done there. So, right now, the age not give a balance there because there's so many entries that need to be made at that point, but the top of the page one. The main reason the one that is over, we had three months point we should be at that 25% and the administration salaries over that is due to obviously Superintendent Schiel, and his, you know, pay out when he retired with vacation and such. That is why that is running high, there's no other reason for that other than that timing of that retirement, everything in that column looks good. Monitoring collection expense right now that kind of flows so not so concerned about that down the sewer services group. The one percentage looks like a little high, I'm going to check the math on that one because just my, my mind says that that percentage is just off so it says 40.5% it did not catch that sooner so I apologize, but it's nothing to be concerned about some (inaudible) has been spent year to date and we've allowed \$5,000 I think that that needs to be corrected. But overall at 19.8% wastewater treatment looks like we're running slower. Right now the bills and I believe I have not seen one for anything different KRMA than the amounts and perhaps someone here with more knowledge in this could talk to me but I believe it's all been the same amount still I'm assuming they will back bill us for the difference once that budget was corrected or passed, and we have not had that yet for the bills that are shown on this report, but I think that that happened in July, is that correct Mayor?

**MAYOR CURTIS:**

Yeah there's a slight little increase that's what you're talking about, and that it did go up a little bit based on some facts and figures that came in.

**ELIZABETH KUBAL:**

So, then that will get that'll have an adjustment, you'll see that coming through, I assume in the next month, If not, the next month. The top of page two, Technical Services, the only line that's a little over right now is technical support. I will take a dive into that number and make sure that we're on trend with that. But overall, many of the lines right on

the money. salaries look really good. Always important lab the same way, everything looks really good. There's the one that looks a little high with that chemical waste disposal, which is number 530 however that line item is the same thing you have to look at the total, we've only spent \$832 with a \$2,000 budget hence driving that 41.6%. Overall, the whole department's only at 16.1%, the debt service of course is amortized identically to the amounts that were placed in the budget. Flipping the page to page three, you've got the Public Works group. Looking very strong, a little bit over, obviously with some longevity, we believe that that has to do with a Paycor number that is not correct. So that is exactly where we are right now and that I'm not going to call it an audit, but basically we are, we are looking at these numbers, both on the ledger and both from a payroll perspective on a per person basis with like fringe benefits, and those balances so we are looking at all of those, person by person and then ledger number by ledger number so that's where we are right now, so we will definitely look at that number, a little bit more closely to make sure that that is a good number. Overall, they're looking very good at that 19.2% So you can see overall the total utility expense is at 18.6% year to date at 25%. Typical. It's a little hard at this early on in the year to look at these numbers but that's where we are now. Revenues are trending almost perfectly which is excellent. We are trending overall at the 24.5%, which is very close to 25% mark where we would like to be at. And as you go below you can see the cash balances that you are used to seeing. And there you will see the capital account reference that I made earlier that you will receive much more detail on that as we are really looking at the expenditures with the LeBeau project, and trying to, you know, figure out what we're going to do about those expenses as we know that has gone over that's, that is something we all know, so we're looking at that to see what we need to do. I also believe I'm pulling out I told the mayor, I'm going to pull out the bond covenants back to the bonds, because I believe one of the reserves is a little higher than it needs to be, but I always have to go back to the doctrine of those bonds to make sure that I remember exactly which pieces which because there's multi layers of reserves when it comes to the bonds so I will refresh myself with that by the time we meet again, along with that capital analysis. Any questions?

**MAYOR CURTIS:**

No questions for Comptroller Kubal? There is no need for an executive session. We will look for a motion to adjourn.

**ADJOURNMENT**

**ALD OSENGA:**

So move.

**ALD O'BRIEN:**

Second.

**MAYOR CURTIS:**

Motioned by Alderman Osenga and seconded by Alderman O'Brien. All in favor?

**ESU BOARD MEMBERS:**

Aye.

**MAYOR CURTIS:**

Opposed same sign? Okay, we are adjourned.